

Subsistence Allowance**SCOPE**

This policy defines those costs to be defrayed by a subsistence allowance and establishes subsistence allowances within and outside the continental United States. The subsistence allowance must be used to pay for the cost of the following items:

- Lodging, e.g., hotels, motels, etc.
- Food
- Gratuities or tips
- Clothes cleaning
- Local transportation at the conference site, e.g., taxi, bus, rental car, parking expenses, etc.
- Miscellaneous expenses

Subsistence funds approved by the Board of Estimates may not be drawn from City accounts until 10 work days prior to commencement of the trip. Subsistence expenditures which exceed the daily subsistence allowance exclusive of the hotel tax cited for the place of travel are not reimbursable and claims for such reimbursement will not be honored except as identified in this policy. The hotel tax for the approved City of travel shall be added to the subsistence allowance as published.

DESTINATION ALLOWANCE**Within the continental United States**

For travel within the continental United States, each City representative will receive a daily subsistence allowance which will vary according to the location of the out-of-town event. The specified allowance is contained in this policy exclusive of the hotel tax.

HRGA'S/Other Areas

Certain locations have been designated as HIGH RATE GEOGRAPHIC AREAS (HRGAs) for the purpose of setting appropriate subsistence allowance amounts. The authorized subsistence allowances for these HRGAs are listed in this policy. Subsistence expenditures exclusive of the hotel tax which exceed these allowances are not reimbursable and claims for such reimbursement will not be honored unless otherwise stipulated in this policy. The subsistence allowance for an area not designated as a HRGA is \$109 per day exclusive of the hotel tax, which is to be added to the stipulated amount. The subsistence allowance is reviewed periodically and may result in

Subsistence Allowance

rate changes. Publication of revised HRGA allowance is the responsibility of the Department of Finance.

Outside the continental United States

For travel outside the continental United States, each City representative must include a proposed amount for a daily subsistence allowance on the TRAVEL REQUEST which the representative believes to be both reasonable and economical. The Board of Estimates will determine the final monetary amount of the daily subsistence allowance and stipulate the rate in its approval.

ALLOWANCE EXCEPTION

For attendance at certain conferences and/or professional associations which are required of the Mayor, the Mayor's designated executive and/or Members of the Board of Estimates, the Board may upon presentation of appropriate information by the designated executive stipulate an increased subsistence allowance should the existing allowance be deemed insufficient to cover lodging costs. The published allowance shall prevail in all other circumstances and for all other employees or City designees.

RECORD-KEEPING

Original receipts are required for all lodging costs incurred in travel status for which reimbursement will be requested. Receipts for other subsistence related expenses are not required. Failure to provide original receipts for lodging may result in disallowance of the expense claim by the Accounts Payable Unit. The Accounts Payable Unit reserves the right, if circumstances warrant, to require certain specific articulation of hotel/motel bills, e.g., date checked-in, date checked-out, etc.

RELATED POLICIES

AM-239-1-1	OUT OF TOWN TRAVEL BY ELECTED OFFICIALS
AM-240-1	TRAVEL PACKAGE OVERVIEW
AM-240-2	AGENCY HEAD APPROVAL
AM-240-3	BOARD OF ESTIMATES APPROVAL
AM-240-5-1	SUBSISTENCE: HIGH RATE GEOGRAPHIC AREAS
AM-240-6	ADVANCE FUNDS/REIMBURSEMENT
AM-240-7	TRAVEL WITHIN CITY LIMITS
AM-240-8	TRANSPORTATION
AM-240-9	USE: COMMERCIAL TRANSPORTATION
AM-240-10	USE: EMPLOYEE-OWNED VEHICLES

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AM-240-5

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Subsistence Allowance

[AM-240-11](#) EMPLOYEE EXPENSE REPORT
[AM-240-12](#) EXECUTIVE SEARCH EXPENSES